

Program Narrative

Identify the name and number of the program for which you are requesting funding as it is identified in the *Year 2009 Professional Service Agreement Guidelines Program and Technical Requirements*.

Provide a narrative, not to exceed three pages, describing your program. The Program Description Narrative shall correspond with and derive from Item 31a, Program Logic Model. Refer to the *Year 2009 Professional Service Agreement Guidelines Program and Technical Requirements* for all the required program components for the program you are proposing. In particular, each proposed program must include the “Expected Outcomes” for your program’s outcome requirements, any indicators given for the program, as well as all required service components, processes, and outputs. All programs must include the “Expected Outcomes” as detailed in the Program Requirements, but may include additional outcomes at their discretion. If no “Expected Outcomes” are listed in the Program Requirements, applicant shall identify their own expected outcomes for the program. Applicant identified expected outcomes must reflect increases, decreases, or maintenance of knowledge, skills, behaviors, condition, and/or status. Where indicated, programs must utilize indicators as they appear in the Program Requirements, OR applicant shall propose a minimum of one indicator for each “Expected Outcome”.

Describe the agency's ability to provide this program, and the agency's experience serving the targeted populations. Include any existing agency programs utilizing a similar service delivery system and the number of years the program has been in operation.

For new applicants (existing agencies without current or recent-within last two years-DHHS contracting experience), complete and submit a Performance Assessment for New Applicant Agency, Item 31c. **This document shall be completed by a prior fundor.**

For new agencies without an agency contracting history of any kind, complete a Performance Assessment For Organization Leadership, Item 31d. A separate form should be submitted for the *head of the organization, senior fiscal and program staff*. **This document shall be completed by a prior fundor or by a prior employer.**

COMPLETE FOR EACH PROGRAM

A separate ~~Section~~, **PROGRAM DESIGN, APPLICATION** must be completed **for each program** for which an agency is requesting funds.